

Summary of upcoming changes template

Policy and Procedure Register updates – Summary of upcoming changes to Purchasing and procurement procedure

1. Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations Audit/review recommendation Due for review
 Change of policy/procedure requirements Other

The Purchasing and procurement procedure is being updated to provide clarity around roles and responsibilities and the process to be undertaken when purchasing goods and/or services for the Department.

There are no changes to policy or procedural requirements – the updated procedure contains more information/detail about the process for each of the requirements.

2. Summary of changes

- Updated Overview to bring in references to Queensland Procurement Policy (QPP) principles.
- Updated Responsibilities to provide clarity around the responsibilities and expectations of those conducting Purchasing/procurement activities (integrity, probity, etc). The role of Procurement Services Branch, has been added
- Wording was adjusted for consistency e.g. “staff” to “employee”
- The word “Expenditure” was changed to “Financial” to align to delegation terminology
- Process - there is no change to the process itself, however a lot more detail has been added (including flowcharts) to step the user through the stages of the purchasing and procurement process (Plan, Develop, Evaluate, Finalise, Contract Management). The stages and steps align to the purchasing training provided to receive a purchasing delegation.
- Updated applicable links to Legislation, related policies etc

1. Impacts to roles and responsibilities

1.1 Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

1.2 If yes, select the type of change (select all that apply):

- Revised responsibilities New/additional responsibilities Removed responsibilities

Position title	Summary of change	Page #
N/A	N/A	N/A

2. Communication and support for implementation

Intermediate Purchasing training has been updated to align to the stages as set out in the procedure
 Purchasing checklist PF001 have also been update to reflect the stages as per the procedure
 Communication via Purchasing Delegate Newsletter (August) will be sent to all purchasing delegates
 It will also be highlight in the upcoming Purchasing Conference (31 August)

For further assistance, please contact:

Policy/procedure contact:

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